

BOARD OF DIRECTORS MEETING

November 12, 2020

ITEM 2

STATUS REPORT ON PUBLIC SAFETY BUILDING AND CONSIDERATION TO SCHEDULE A JOINT MEETING OF THE KPPCSD AND KENSINGTON FIRE PROTECTION DISTRICT BOARDS

SUMMARY OF RECOMMENDATION

Receive a status report by the interim general manager on the Public Safety Building project, and consider directing staff to schedule a joint meeting of the KPPCSD and Kensington Fire Protection District (KFPD) boards.

BACKGROUND

The architectural firm of RossDrulisCusenbery (RDC) was initially engaged by the Kensington Fire Protection District (KFPD) to design a necessary renovation of the KFPD Public Safety Building (PSB). On September 11, 2019, RDC presented a design for the PSB that housed only the KFPD. Subsequently, the KPPCSD pursued the idea of having RDC develop a design that would house both departments in the current PSB, and subsequently worked with both the Fire District and RDC for permission to engage RDC.

At its meeting of January 23, 2020, the KPPCSD Board, with the concurrence of the KFPD, approved an agreement with RDC in the amount of \$15,673 for their firm to develop a design for the renovation of the Public Safety Building that could accommodate space needs of both KFPD and the KPPCSD Police Department. It was understood that there was no guarantee that this work by RDC would result in a feasible design, but the Board majority felt that it was worthwhile to fund this important additional attempt at a solution.

During the course of the work by RDC, several technical design issues arose that required additional analysis and meeting(s) with the Contra Costa County Building Official. These issues involved accessibility and seismic requirements for the renovated Public Safety Building, and were outside of the original scope of work contracted for by KPPCSD. To continue this architectural analysis, the KPPCSD provided additional funding for an Extra Service Request (ESR 001), with the cost of that ESR split evenly with the Fire District. The cost to each agency was approximately \$13,000.

On September 17, 2020, KPPCSD staff received from the architect draft conceptual plans for a new Option D for the renovated Public Safety Building. This conceptual plan incorporates an elevator and a wheelchair lift, and has a redesigned space on the ground floor to improve the layout of the Kensington Police Department based on prior comments from the department. The ground floor also incorporates the Kensington Fire Department's preferred layout for the apparatus bays and support spaces. The conceptual design encloses the outdoor deck area, and includes modifications to meet accessibility codes.

Since receiving this Option D, both KPPCSD staff and Fire District staff have participated in discussions with the architect regarding the conceptual design. It is important to note that the Option D design has not been approved by either the fire department or the police department. In particular, KPPCSD Police

Chief Schuld has provided comments on the design, and the architect is still working to incorporate these comments into a conceptual design for the building that can meet the needs of both agencies.

In response to a request by KPPCSD staff, the architects provided a schedule (attached) for general planning purposes that describes the activities and timetable from now through project completion, assuming that there are no unforeseen obstacles. In providing this schedule, the architect noted that, "This draft schedule is based on durations, not dates, and should be calculated from the formal date we receive Notice to Proceed (with detailed facility design)."

As noted in the draft schedule, the duration of the design phase is approximately 11-12 months from the notice to proceed with this phase, followed by a bid/construction phase of 14-16 months, and a total project duration of 28-30 months.

RECOMMENDATION FOR A JOINT MEETING OF THE BOARDS OF DIRECTORS FOR KPPCSD AND KFPD

Following recent discussions, KFPD Interim General Manager Mary Morris-Mayorga and the KPPCSD interim general manager believe that the two agencies are at a point where a joint meeting of the two Boards of Directors would be helpful. While the agenda and format need to be more fully developed, the concept that has been discussed is as follows:

- No decisions would be made at the meeting; it would involve a workshop-style presentation and discussion by members of both Boards to gather information needed for future decision-making by each of the respective boards;
- The meeting would be jointly facilitated by the interim general managers from both agencies;
- The workshop would include presentations by RDC Architecture, Mack 5, and the interim general managers that would provide information on issues that are common to both agencies:
 - Overview and history of the project;
 - Current status, including conceptual designs;
 - Recommended process for closure on a final conceptual design;
 - Preliminary project schedule; and
 - Project budget estimate.
- Financing options.

The above is meant only to be a tentative listing of topics to be addressed.

RECOMMENDATION

Receive a status report by the interim general manager on the Public Safety Building project and consider directing staff to schedule a joint meeting of the KPPCSD and Kensington Fire Protection District boards.

FISCAL IMPACT

The initial contract between KPPCSD and RDC was for the amount of \$15,673; the ESR approved by the KPPCSD Board was for an additional \$13,000; and the General Manager authorized a \$3,000 increase to

the amount of the ESR. The total cost to date, then, for architectural services by RDC based on these authorized expenditures to date is approximately \$32,000. Funding is from budgeted capital funds.

ATTACHMENTS

“Option D” design for the renovated Kensington Public Safety Building
Draft Workplan/Schedule

SUBMITTED BY:

Bill Lindsay
Interim General Manager

NO.	DESCRIPTION PHASE / TASK	WEEKS	COMMENTS
KENSINGTON PUBLIC SFAETY BUILDING RENOVATION			
1	PREDESIGN / DISCOVERY Building scan & as-built drawings Property Survey Geotechnical / Soils Report	6	
2	SCHEMATIC DESIGN (SD)	6	
3	Schematic Design Cost Estimate	2	
4	Owner Review of Schematic Design Documents	2	
5	DESIGN DEVELOPMENT (DD)	10	
6	Design Development Cost Estimate	2	
7	Owner Review of Design Development Documents	2	
8	CONSTRUCTION DOCUMENTS (CD) 75%	10	
9	75% Construction Documents Cost Estimate		2 wks - Concurrent with County Plan Check
10	Owner Review of 75% CD documents		2 weeks - Concurrent with County Plan Check
11	Utility Approvals		Concurrent with CD tasks
12	County Plan Check Process	12	
13	Construction Documents 100% / Bid Documents	2	
	TOTAL DESIGN PHASE	54	11 - 12 months
14	BID PHASE Bidding Contract Award Notice to Proceed	10	2.5 months
15	CONSTRUCTION PHASE	52	12 months
	TOTAL PROJECT DURATION	116	28 - 30 months

NO.	DESCRIPTION PHASE / TASK	WEEKS	COMMENTS
	TEMPORARY PUBLIC SAFETY BUILDING FACILITY		
			Concurrent with Design Phase of main project. Assumes use of modular structures.
16	SITE IDENTIFICATION & ACQUISITION	8	
17	DESIGN	6	
18	PLAN CHECK & PERMIT PROCESS	4	
19	PROCUREMENT OF MODULAR STRUCTURES	12	
20	CONSTRUCTION AND MODULAR INSTALL	4	
21	MOVE KPSB TO TEMPORARY FACILITY	2	
	TOTAL TEMPORARY FACILITY	36	9 months